



# CAMBRIDGE INTERNATIONAL COLLEGE

THE BRITISH INTERNATIONAL COLLEGE OF PROFESSIONAL MANAGEMENT

Professional Study & Training for Successful Careers

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## GDPR (General Data Protection Regulations) & Privacy Policy & Statement - for CIC Members

## **GDPR (General Data Protection Regulations) & Privacy Policy & Statement - for CIC Members**

### **Statement:**

The College aims to work completely within accepted and expected rules and regulations relating to the receipt, storage, use and processing of personal data, in particular the General Data Protection Regulation (EU) 2016/679 (GDPR).

The College does not and will not share or transfer any data held about any Members (past, present or future) or other people (including staff) for whom details are held, with third parties, unless:

- (i) the specific written agreement or consent of the Member or person/body is given, and
- (ii) there is a legal, moral or ethical requirement to do so.

### **Data held (Members):**

The data received about you is limited to information requested from you and provided by you on Enrolment Forms and attached documents such as copies of past qualifications, and may comprise some or all of the following:-

- name
  - postal address
  - email and/or telephone
  - brief details of previous studies (if any - not compulsory to provide details\*)
  - brief details of practical experience (if any - not compulsory to provide details)
  - brief details of employment held (if any - not compulsory to provide details\*)
  - special needs (if any - not compulsory to provide details)
  - nationality (not compulsory to provide details)
  - age (not compulsory to provide details\*)
  - qualifications (not compulsory to provide details\*)
- (\* may be required for higher programmes)

Only the first 3 listed are recorded/entered electronically onto computer (on the database), although if a special need requires specific action, a note about that may be held on the College database too.

The College may use your personal data to enable you to be enrolled and study with the College, in line with the terms and conditions of enrolment/registration, and to provide you with administrative support, including providing you with information about the College and Newsletters and details related to the progress of your current or future studies. Your data will not be used for any other purpose.

The College does not request or require any 'special category' information; ('special category' information includes, but is not limited to: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, or similar potentially delicate information); if such information did come in to the possession of the College, the College would not record, save or store such data. This sits alongside (though is a separate issue from) the College's Equal Opportunities Policy.

Non-electronic data includes paper (hard-copy) Enrolment/Registration Forms which may provide any of the data items listed above, and any other information provided in standard Forms or formats such as Agreement to Invigilate Forms.

### **Data Controller, Staff, Data Processing/Use:**

For the purposes of the GDPR, Cambridge International College is the 'controller' of the personal data you provide to the College; the Data Controller is effectively the College Vice Principal & Director. Others involved in handling data are the Registrar and College Administrators. The processing of data held is limited to inputting personal data as described above into the College database, and having some of that data printed onto College documents (such as Membership Forms) and labels for dispatch of study materials to Members. Processing of this data is solely for the purpose of administering the courses enrolled for by Members. The College takes reasonable steps to ensure that our staff protect your personal data and are aware of their information security obligations. We limit access to your personal data to staff who are involved in the administration and progress of your studies.

### **Disclosure of your Personal Data**

**Your data is not disclosed to third parties** except (a) where required by law, which circumstances may include responding to requests by government or law enforcement authorities, or for the prevention of crime or fraud; or (b) if you authorise or request that we do so, for example to confirm to a potential or current employer that you studied with the College.

### **Data Storage and Removal/Deletion/Destruction**

Electronic data as described above will be retained and usually archived as a matter of course (name, address, fees paid, course details and related details). Members may ask for the deletion of their contact details (postal address, email, telephone number) from the College database, by post or email to registrar@cambridgetraining.com

The College takes reasonable steps to protect your personal data from loss or destruction. The College database has requisite anti-virus and firewall protection and regular professionally-monitored back-ups.

Where you have a username or password (or other identification information) which enables you to access the Member Services Website, you are responsible for keeping this password confidential, and we ask you not to share your password unless necessary to do so.

Hardcopy data/paperwork is usually held for up to two years following the completion of a course by a Member, following which it is shredded and/or burned. Exam Papers or Assignments are usually held for 6 months before deletion.

### **Information about other people**

If you provide information to us about any person other than yourself, such as your Invigilator, or someone who may wish to study with the College, that information will be used only in connection with administering your Course, and it will not be provided or passed to any third party.

### **Data Breach Action:**

If any data breach, hacking or similar issue is discovered, the first reactions will be to inform the police, and to take immediate corrective and security actions in consultation with the College's IT advisers. We will notify you and any applicable regulator if a data security breach is suspected (such as hacking) and where we are legally required to do so.

### **Your Rights:**

You can request details of the personal data the College holds about you, by email or post (you should let us know if any data is not accurate or changes). After the end of your Membership you may request the College to delete information held such as your postal and email address (in which case you will no longer receive emails, Newsletters, etc, from the College). You will need to provide proof of your identity if you make such requests, and we will aim to comply with 30 days.

### **Queries or Complaints:**

If you have any queries concerning this Policy, or complaints, relating to the way in which the College processes or handles or records your personal data, please address your concerns to the Vice Principal and send your communication to the College by post or email.

### **Summary:**

The College aims to protect the data, privacy and individual rights of Members and any others whose data or details may come into the possession of the College. The College does not process any data other than with regards to administering courses, and does not pass private or other data on to third parties without permission or legal requirement.

For and on behalf of Cambridge International College,

*David Lawson*

Vice Principal

1st July 2023